

Sample Hazard Prevention Program

Notice to users of this document:

Organizations that are considering moving to more proactive protections against health and safety hazards may consider the use of a Hazard Prevention Program. This document outlines a sample HPP and describes the requirements commonly used in a hazard prevention program. Most of the specific processes required to fulfil the requirements of this program are not described, and will be determined by the workplace parties. Additional information can be found in CUPE's Health and Safety Resource Kit.

A Hazard Prevention Program is a comprehensive system for the identification and assessment of hazards, and a systematic approach to many common hazard controls such as education and training, preventative maintenance, and safe work procedures. **Most workplaces will have some of these components in place even if they are not identified as a Hazard Prevention Program.** "Health and Safety Programs" and "Safety Management Systems" will have many elements in common with a Hazard Prevention Plan and the elements of this template plan can be used to contrast with those elements of other similar plans.

NOTE: While modeled from the regulatory requirements of Part IXX of the Canadian Occupational Health and Safety Regulations, this document does not guarantee full compliance with all Health and Safety laws and related regulations. Text found in [square parenthesis] will need additional information related specifically to your workplace or jurisdiction.

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1. PURPOSES

[INSERT EMPLOYER] ([INSERT EMPLOYER SHORT NAME]) is dedicated to a safe and healthy working environment for all employees. As such, we are committed to compliance with the [OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS] (the Act) which deals with occupational health and safety. Our shared purpose is to “prevent accidents and injury to health arising out of, linked with or occurring the course of employment”. As such, the purposes of this program are to ensure adequate and appropriate hazard control measures are identified and implemented, and to facilitate compliance with the Act, and related regulations.

However, mere compliance is not sufficient to meet our organizational goals. [INSERT EMPLOYER] strives to be an industry leader in both attitude and practice. [INSERT EMPLOYER] and its employees acknowledge that the identification and evaluation of hazards by a systematic process is indicative of better management practices regarding health and safety. The proactive approach to controlling hazards is an opportunity to maximize revenues and contributes positively to the sustainability of the organization.

This program will be used as a proactive tool to identify, assess remove hazards and control residual risk. The goal is to reduce injuries and illnesses and their associated costs and strengthen Occupational Health and Safety (OHS) performance through better management of legal and other OHS requirements. As part of [INSERT EMPLOYER]’s commitment to internal responsibility, the [HEALTH AND SAFETY COMMITTEE] are expected to participate in, and contribute to, the development, implementation and evaluation of the HPP and the preventive measures taken. Further, employees who are subject matter experts on job tasks or activities may be consulted and asked to contribute.

2. APPLICATION

This program applies to the [EMPLOYEES] of / for [INSERT EMPLOYER].

The HPP is formatted in a chronological order and outlines the steps and processes required to ensure an effective and compliant program, however it shall be noted that this is an iterative process that relies on continual assessment and improvements.

3. DEFINITIONS

The following definitions will apply in relationship to the HPP:

Competent person — a person who is knowledgeable about health and safety principles, relevant legislation and the hazard assessment process and has a demonstrated ability to apply the process by reason of education, training, experience, or a combination thereof.¹

Controls — protective or preventive measures that reduce risk when a hazard cannot be removed.

Employee – Any person employed by the organization or a person under the day-to-day control of the organization, whether paid or unpaid.

Frequency – The number of times a specified periodic phenomenon occurs within a specified interval.

Harm – injury or damage to health.¹

Hazard – a potential source of harm to a worker.¹

Hazard identification — the process of finding, listing, and characterizing hazards.¹

Hazardous event — an event that can cause harm.¹

Note: A hazardous event can occur over a short period of time or over an extended period of time.

Hazardous condition — a circumstance in which a person is exposed to at least one hazard, but may not actually be injured.¹

Procedure — documented method for carrying out an activity.¹

Process – set of interrelated or interacting activities that transform inputs into outputs.¹

Record – document that states results achieved or provides evidence of activities performed.¹

Risk – the combination of the likelihood of the occurrence of a harm and the severity of that harm.¹

Worker – a non-managerial employee.

Workplace — any location in which work-related activities under the control of the organization are performed including locations that are not under the direct control of the employer.¹

4. RESPONSIBILITIES

Under the scope of the Hazard Prevention Program (HPP) at [INSERT EMPLOYER], the responsibilities of the key stakeholders are as follows:

4.1 The [HEALTH AND SAFETY COMMITTEE] shall²:

- Participate in the development, implementation and monitoring of the HPP that also provides for the education of employees in health and safety matters related to those hazards.
- Participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices or materials.
- Participate in the implementation of changes that might affect occupational health and safety, including work processes and procedures.
- Review the results of investigations and hazard assessments performed by the [HEALTH AND SAFETY COMMITTEE]

¹ Reference: CSA Z1002

² Note that **the mandate of your committee is established by legislation**, this section should not be read as a comprehensive list of committee duties. Rather, it should be seen as an addition to the legislative requirements and frames the level of involvement by the committee in *this* plan.

- Review the effectiveness of the HPP; and
- Make recommendations for program improvements.
- Participate in all of the inquiries, investigations, studies and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the committee on those matters.
- Participate in hazard assessments conducted for the hazards identified.

4.2 Management shall:

- Ensure competent person (management) are selected to facilitate the steps in the HPP
- Provide training to maintain competence of those responsible for maintenance and duties described in the HPP (management and workers).
- Ensure hazard assessments are conducted in consultation with the [HEALTH AND SAFETY COMMITTEE] for all tasks in their work place; this may be completed by selecting a lead person to coordinate the process.
- Provide any work place specific training mentioned in action plans resulting from the hazard assessments; and
- Ensure that the worker members of the committees are provided sufficient time to participate and/or conduct hazard assessments.

4.3 Corporate Occupational Health, Safety, Prevention Officer [TITLE?] shall:

- Act as a technical advisor to the Agency's Occupational Health and Safety Advisors/Coordinators on the Hazard Prevention Program; and
- Prepare program evaluation reports [annually] and file the reports as required.

4.4 Workers shall:

- Participate in HPP.
- Report hazards as soon as possible to management.
- Follow the employer's safety rules

5. IMPLEMENTATION PLAN

5.1 Scheduling

[INSERT EMPLOYER], in consultation with the [HEALTH AND SAFETY COMMITTEE] shall develop a time frame for each phase of the development and implementation of the program. This schedule will be contained in Appendix A and shall include specification on the time frame for each phase of the development and implementation of the prevention program.

5.2 Monitoring

The [HEALTH AND SAFETY COMMITTEE] shall review the progress of the implementation and maintenance of the HPP as a standing item of every [HEALTH AND SAFETY COMMITTEE] meeting. The committee shall also monitor implementation of any hazard prevention measures.

5.3 Reporting

The [HEALTH AND SAFETY COMMITTEE] shall create a report to evaluate the progress of [INSERT EMPLOYER] at meeting the requirements of all aspects of the HPP. Copies of this report will be provided to upper management, the [HEALTH AND SAFETY COMMITTEE], and the component president of the [INSERT EMPLOYER]. The standard reporting form for this task is found in Appendix B.

6. HAZARD IDENTIFICATION

6.1 Identification

[INSERT EMPLOYER], in consultation with the [HEALTH AND SAFETY COMMITTEE], shall identify hazards at the places of work in the following locations:

[Health and safety committee and employer must work out all the workplace, as defined above, where hazard identification processes will take place.]

Note: This is not an exhaustive list, and should be expanded as new hazard sources are located.

6.2 Sources of information

The following documents shall be explicitly considered (but not limited to) when looking for sources of information about the hazards that are present at the work place.

- (a) any hazardous occurrence investigation reports;
- (b) first aid records and minor injury records;
- (c) work place health protection programs;
- (d) any results of work place inspections;
- (e) any employee reports
- (f) any government or employer reports, studies and tests concerning the health and safety of employees;
- (g) the record of hazardous substances (currently the MSDS record); and
- (h) any other relevant information, including ergonomics-related information, information provided by the Canadian Center for Occupational Health and Safety, any safety association or governmental website.

6.3 Employee reports

All employees shall report any hazards they become aware of using the form found in Appendix D. No discipline shall be taken towards an employee for reporting a hazard. Employees that fail to report observed hazards shall be provided with training on reporting procedures.

6.4 Hazard Records

After having identified the hazards, the committee will establish and maintain an identification record. It is acknowledged by all parties that obtaining information about the hazards that are present in the work place is a continual, iterative process.

Information about the hazards identified shall be maintained in Appendix E of this program and will be known as the hazards inventory. Newly identified hazards shall be added to the HPP as they are reported to, or found by the [HEALTH AND SAFETY COMMITTEE]. The updated list of hazards will be provided to the [HEALTH AND SAFETY COMMITTEE] at every meeting

6.5 Record Retention

Hazards that are removed from the work place shall be maintained as part of the HPP records to ensure institutional memory of how the hazard was removed. This information shall be maintained in Appendix F.

6.6 Hazard Identification Process review

As part of the regular program review, the [HEALTH AND SAFETY COMMITTEE] shall annually review the hazard data collection methodology and if deficiencies are found, create recommendations for corrective actions.

6.7 Hazard identification Scope

The hazard identification process should not be used to try to identify all the hazards associated with a particular job title; it should relate to a specified activity or task within the job.

6.8 Hazard Methodology Review

[INSERT EMPLOYER], in consultation with the [health and safety committee] shall review the methodology used to collect information about hazards in the work place annually.

7. HAZARD ASSESSMENT

The focus of the hazard assessment process is to effectively and most efficiently protect employees from hazards in the work place.

In the case of hazardous substances, noise or confined spaces, the assessment criteria determined by the appropriate section of the [HEALTH AND SAFETY ACT OR REGULATIONS] must be utilized and the assessment must be made by a qualified person.

7.1 Analysis Review

The [health and safety committee] shall review each reported hazard to determine if a hazard assessment has been performed.

- a. If a hazard assessment does not exist, then a hazard assessment must be completed.
- b. If a hazard assessment exists, it must be reviewed to ensure that there has been no significant change to the activity, equipment, or hazard(s) and to ensure it reflects the current work place environment.
 - If there are any new hazards discovered, a hazard assessment must be completed.
 - If there are no new hazards, no further hazard assessment is required. The work activity or the task is to be carried with the previously identified risk controls.

7.2 Analysis Procedure

When, based on 7.1 an analysis is required, the [HEALTH AND SAFETY COMMITTEE] shall analyze each hazard, based on available data, to determine how it can potentially harm an employee³. The [health and safety committee] members shall assess the level of all identified hazards to determine the order in which each hazard shall be controlled.

It shall be understood that the assessment is not performed for the purpose of developing rationale to justify tolerating or accepting hazards that can be otherwise controlled.

The analysis shall include the:

- (a) nature and characteristics of the hazard including;
 - i. the physical demands of the work activities, the work environment, the work procedures, the organization of the work and the circumstances in which the work activities are performed, and
 - ii. the characteristics of materials, goods, persons, animals, things and work spaces and the features of tools and equipment;
- (b) conditions under which the hazard can cause harm, including the
- (c) amount (i.e., concentration, intensity, or force) of the hazard that can cause harm;
 - i. means by which the hazard can cause harm (e.g., inhalation, ingestion, absorption, injection, or transference of energy); and
 - ii. frequency and/or duration of exposure of a worker to the hazard at the amount and through a particular means at which the source can cause harm;
- (d) level of interaction (exposure) of the worker with the hazard; and
- (e) potential severity of harm presented by the hazard.
- (f) existing control measures already in place
- (g) any other relevant information

7.3 Prevention Measure Recommendations

The [health and safety committee] shall develop recommendations towards the objective of the elimination of all hazards in the work place or, if they cannot be eliminated, to control them through proper application of the hierarchy of controls.

7.4 Hazard Analysis Report

Once the Hazard Identification Assessment has been completed, and the committee has developed recommendations, reports shall be provided to the employer [SPECIFY MANAGEMENT POSITION]. The sample reporting form can be found in Appendix G.

³ Paraphrased from Section 6.4.1.1 of Z1002 Occupational health and safety - Hazard identification and elimination and risk assessment and control

7.5 Selection of Preventative Measures

As is stated in section 122.2 of the CLC, 'Preventive measures should consist first of the elimination of hazards, then the reduction of hazards and finally, the provision of personal protective equipment, clothing, devices or materials, all with the goal of ensuring the health and safety of employees.

Starting with the most serious hazards, the employer shall, in consultation with the [health and safety committee] select and implement preventive measures to address the identified and assessed hazards, in the following order of priority:

- (a) the elimination of the hazard, including by way of engineering controls which may involve mechanical aids, equipment design or redesign that take into account the physical attributes of the employee;
- (b) the reduction of the hazard, including isolating it;
- (c) the provision of personal protective equipment, clothing, devices or materials; and
- (d) administrative procedures, such as the management of hazard exposure and recovery periods and the management of work patterns and methods.

Control measures will be selected that reduce the risk of the uneliminated hazard to the lowest practical level.

7.5.1 Procedure updates

When control measures are enacted that involve a change of procedures that are [part of the in SOP's or manual] they shall be documented in Appendix H.

7.6 Preventative Measures Implementation

[INSERT EMPLOYER] shall provide a written action plan for the implementation of all identified preventative measures. Timelines for implementation shall not be unnecessarily delayed, and where pertinent, interim control measure will be utilized to control hazards until such time as permanent solutions are in place. The use of interim measures shall be recorded as part of this program.

The action plan will serve as the record of implementation as each phase of the plan is completed. Records of the action plan shall be stored as part of this program and reviewed by the [health and safety committee] to ensure all actions have been completed in the time specified. Control measures shall be noted in Appendix F and G.

After completion, the [HEALTH AND SAFETY COMMITTEE] shall review the implemented changes to ensure no additional hazards have been created by the use of the control measures. If additional hazards are discovered, they shall be reviewed as per section 7.2 of this program.

7.7 Preventative Maintenance

[INSERT EMPLOYER], in consultation and with participation of the [health and safety committee] shall develop and implement a preventive maintenance program for equipment, tools, machinery etc. related to work activities identified as part of the hazard identification process to avoid failures that could result in an employee being exposed to a hazard.

[INSERT EMPLOYER], in consultation with the [HEALTH AND SAFETY COMMITTEE] shall establish a record of the structures, machinery, equipment and tools that need to be inspected, adjusted, cleaned, lubricated, replaced, maintained, etc. This record must include a maintenance schedule, describe the maintenance procedures, record the work completed, verify the progress of work and assess effectiveness. This record will be developed and maintained by the departments responsible for the equipment, machinery or tools, and the report of these activities will comprise part of this program.

7.8 Hazard Control Review

The [HEALTH AND SAFETY COMMITTEE] will review the hazard controls as they are implemented to ensure that:

- (a) Hazards are adequately controlled
- (b) No additional hazards have been created by the implementation of control measures.

7.9 Continual HPP Review

The [HEALTH AND SAFETY COMMITTEE] will review existing control measures for all existing hazards:

- (a) whenever there is a change in the conditions in respect to the hazards,
- (b) whenever new hazard information in respect of a hazard in the work place becomes available to the employer, or
- (c) annually to ensure they are effectively controlling the hazard to the desired level.

7.10 HPP Effectiveness Review (audit)

The [HEALTH AND SAFETY COMMITTEE] will evaluate [INSERT EMPLOYER] compliance with this program on an annual basis and make recommendations for changes as required. The evaluation will also monitor the effectiveness and application of this program to ensure compliance with the required regulations.

At least once every three years [INSERT EMPLOYER], or as required by law, with support from the [HEALTH AND SAFETY COMMITTEE], will evaluate the overall effectiveness of the HPP and revise it if necessary. At this time, the hazard identification and assessment methodology will also be evaluated. The effectiveness evaluation may be conducted more often if hazard conditions change in a work area, for example, the purchase of new machinery, reorganization of work, rearranging equipment or task changes. The HPP must also be evaluated if new or additional information is discovered about the hazards in the business.

The evaluation of the effectiveness of the prevention program shall be based on the following documents and information:

- (a) conditions related to the work place and the activities of the workers;
- (b) any work place inspection reports;
- (c) any hazardous occurrence investigation reports;
- (d) any safety audits;
- (e) first aid records and any injury statistics, including records and statistics related to ergonomics-related first-aid and injuries;

- (f) any observations of the [HEALTH AND SAFETY COMMITTEE] on the effectiveness of the prevention program; and
- (g) any other relevant information.

A report of the overall HPP effectiveness will be prepared and submitted to management.

7.11 HPP Effectiveness Review Report

Records and finding of the evaluations performed under 7.9 shall be kept by the [INSERT EMPLOYER] for no less than 6 years.

8 EDUCATION AND TRAINING

8.1 General

[INSERT EMPLOYER], in consultation and with participation of the [HEALTH AND SAFETY COMMITTEE] shall develop training and the process for delivery of training that covers the following training for all employees:

- 1) The contents of the program, the program requirements and any related procedures.
- 2) Awareness of all known hazards that may be encountered at work.
- 3) The specific injury or harm expected if exposed to the identified hazards.
- 4) The control mechanisms in place to protect employees from the hazards.
- 5) Procedures to follow in the case of incidents related to the hazards.
- 6) Requirements and procedure to report any accident or other occurrence arising in the course of or in connection with the employee's work that has caused or is likely to cause injury to that employee or to any other person.
- 7) Mechanisms and processes for reporting incidents and dangerous conditions.
- 8) An overview of the [JURISDICTIONAL HEALTH AND SAFETY ACT] and related regulations.

The training shall be provided to all new employees, and reviewed during annual recertification. Training will be updated as new hazards are reported, or new information regarding a hazard becomes available to the employer. New hazard information will be communicated to all employees as it becomes available, or before they perform new tasks. Written records of training will be maintained by [INSERT EMPLOYER] for at least two years.

8.2 Advanced Training for Committee members and those responsible for maintaining HPP

The employer shall provide training specific to the maintenance of this program

8.3 Review of training materials and process

The employer, in consultation with the [HEALTH AND SAFETY COMMITTEE] shall review the training program every three years, or when new hazards have been discovered that warrant changes. Training materials shall be reviewed by the [health and safety committee] annually to ensure conformance with the stated goals of adequate protecting members from the identified hazards.

9. COMMUNICATION

This Program will be made readily available to all employees including being posted on the organization's Intranet.

Any employees and/or managers identified as responsible for implementing any aspect of this program can seek guidance from their [DIRECT SUPERVISOR OR HEALTH AND SAFETY COMMITTEE REPRESENTATIVE].

10. APPROVAL

Signature on file

Date

Signature on file

Date

Approved by the VP on _____

APPENDIX A – HPP ADOPTION AND MAINTENANCE

Item	Responsible Person	Start Date	Completion Date	Review Date

APPENDIX B – REPORTING FORM FOR MAINTENANCE OF HPP

To be developed by Health and Safety Committee.

APPENDIX C – SOURCES FOR HAZARD IDENTIFICATION

The Employer and committee may consult any of the following applicable resources when developing a hazard inventory:

- [The Occupational Health and Safety Act]
- Related Occupational Health and Safety Regulations
- Any applicable CSA Standard
- Any applicable ANSI Standard
- Any audit results
- First-Aid reports
- Associate Injury / Illness Records
- Accident/Incident Investigation reports
- Work place Inspection Reports
- Work place monitoring data
- Maintenance Records
- Equipment manufacturer’s specifications/instructions
- Material Safety Data Sheet
- Hazardous material inventories (incl. raw materials, chemicals, wastes and products)
- Work place Committee Minutes (including recommendations)
- Associated complaints or hazard reports
- Health and Safety Enforcement Agency Orders or Citations
- Hazard alerts or bulletins
- Site plan(s) and process flow-chart
- Legal and other requirements (local, national or international)
- Training records
- Trade reports or hazard information obtained from other companies who operate in the [X] sector

APPENDIX D – HAZARD REPORTING FORM → *As per Organizations*

APPENDIX E2 – HAZARD IDENTIFICATION DEFINITIONS AND EXAMPLES

Note: The definitions are not intended to be all-inclusive but can be used as a guideline in the identification process. The Employer and employees must remember that they have an obligation to report and investigate any situations they believe might constitute a hazard to their personal health and safety or the health and safety of others.

COMMON HAZARDS

A hazard has the potential to cause adverse health effects. There are five major categories: Physical, Chemical, Biological, Ergonomic, Psychosocial

1. Physical Hazards:

Noise: Noise is unwanted sound. As a general rule, if you need to shout to be heard by a person one foot or less away, the noise is in a range that can cause hearing damage.

Temperature: Temperature is considered extremely hot or cold when the body has difficulty maintaining its normal temperature of 37-38 degrees C (oral) or 38-39 degrees C (core). It is recommended that air temperature during working hours should be maintained within the 20-26 degrees C range.

Illumination: Light is the electromagnetic radiation to which the human eye is sensitive. The level of lighting required depends on the visual task to be performed. The average level of lighting required is set out in Part VI of the Canada Occupational Health and Safety Regulations made under the *Canada Labour Code, Part II*.

Vibration: Vibration is a mechanical energy transmitted from a rapid alternating or reciprocating motion to all or part of the body. The American Conference of Governmental Industrial Hygienists (ACGIH) publishes Threshold Limit Values (TLV's) to limit worker exposure to hand-arm vibration and whole-body vibration. These TLV's are generally accepted as best practices.

Working at Heights: includes but is not limited to work done from a ladder, platform or scaffold. The Canada Occupational Health and Safety Regulations, Part XII made under the *Canada Labour Code, Part II* addresses requirements for each of these situations. Fall protection systems are regulated under section 12.10.

Radiation: Radiation is a form of energy that can be ionizing (x-rays) or non-ionizing (lasers, sunlight). The ACGIH publishes TLV's as best practice guidelines for Employers.

Confined Spaces: Confined spaces require specific training and procedures prior to performing work in these spaces. Consult Part XI of the Canada Occupational Health and Safety Regulations made under the *Canada Labour Code, Part II*.

Mechanical Hazards: includes all hazards associated with machinery and their respective motions – rotational, reciprocal and transverse.

Mobile Equipment:

Materials Handling Equipment: includes equipment used to transport, lift, move or position persons, materials, goods or things.

Vehicles: includes any vehicle owned by the CFIA for the purposes of operation on a public road in accordance with the *Highway Traffic Act* or equivalent provincial legislation. This also includes snow mobiles and all-terrain vehicles owned by the Agency and used for the transportation of employees for work-related activities.

2. Chemical Hazards

Chemical Hazards include any controlled product, material or substance determined in accordance with Part IV of the *Controlled Products Regulation* (Canada) to be included in a class listed in Schedule II of the *Hazardous Products Act* (Canada). These products are regulated under Part X, Section 10.29, Division III of the Canada Occupational Health and Safety Regulations made under the *Canada Labour Code, Part II*. Work place Hazardous Material Information System (WHMIS) forms the training basis for these hazards.

3. Biological Hazards

Biological hazards refer to organisms or toxic substances that are produced by living things and can cause illness or disease in humans. These products are regulated under Section 10, Division I of Part X of the Canada Occupational Health and Safety Regulation made under the *Canada Labour Code, Part II*. Some hazards include campylobacter, salmonella, moulds, etc.

4. Ergonomic Hazards

Ergonomic Hazards arise from doing work in an environment that has not been suitably matched to the person doing the work. Ergonomic hazards like static or awkward postures, excessive force and repetitions are likely to cause musculoskeletal injuries (i.e. injuries which affect muscles, tendons, ligaments, nerves, discs and/or blood vessels.) The level of risk rises when more than one hazard applies to one task or applies for a continuous period (i.e. lifting repetitively a heavy object above the head.). Manual material handling is a sample task that carries hazard(s).

5. Psychosocial Hazards

Work place Violence: includes any conduct, threat or gesture of a person towards an employee in their work place that can reasonably be expected to cause harm, injury or illness to that employee.

Work place violence is not limited to incidents which occur in the work place. Work-related violence can also occur at off-site business-related functions, such as trade shows, or events related to work.

The aggressor may be anyone, including the Employer, a co-worker, a member of the public, a client or a family member.

Workload: Workload generally means the amount of work people have to or are expected to complete. However workload is not just about the sheer amount of work it may also mean:

- How difficult the work is – difficulty is influenced by many factors including the skill level of staff.
- How much the amount of workload varies (i.e. busy and quiet periods).
- The extent to which staff have control over their workload and the way they choose to carry out their work.
- The novelty of the work to those staff carrying it out.
- The length of time for which staff work at an intense rate without breaks. For example, do staff work hard for long periods with few or no breaks or longer rest periods?

APPENDIX F –REMOVED HAZARDS RECORD

Hazard	Date Removed	How removal was accomplished

APPENDIX G – HAZARD ANALYSIS REPORT → *As per Organizations*

APPENDIX H – SOP or MANUAL PROCEDURE UPDATE sample

Safe Work Procedure # [Task Statement/ Condition] [yyyy-mm-dd]
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1. Hazards

[List of all known or foreseeable hazards; If possible, break down by Physical, Chemical, Biological, Ergonomic and Psychosocial]

- a)
- b)
- c)

2. Requirements

3. Training / Qualifications

- 1. [List of all training requirements, required certifications, etc.]
- 2. ..
- 3. ..

4. Personal Protective Equipment

- a) [List of PPE if required]
- b) ...

5. Other Equipment, Clothing, or Tools

6. Procedure

[This section is dependent on the preventive measures identified in the Task Hazard Analysis. Generally, there will be sections for specific phases of the work and / or specific hazards. Examples:

7. Pre-Task Planning:

- Do
- Do Not
- Storage and Maintenance
- Additional Information

8. Legislation and Standards

[List references from Part II of the *Canada Labour Code*; *Canada Occupational Health and Safety Regulations*, CSA and other standards, etc.]

9. Other Safe Work Procedures and References

[List other referenced Safe Work Procedures such as manual lifting and carrying, etc.]

Manager’s Approval

Manager’s Name

Date